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# RCIS TRAINING AGENDA

DAY 1 - 8:00 AM to 12:00 PM

- I. Agenda Overview/Introductions
- II. Overview of the IHS Referred Care Information System
- III. Introduction Demonstration of the RCIS
  - A. Data Entry Module
  - B. Data Entry Supervisors Utilities
  - C. Print Reports Module
  - D. RCIS Management Module
- IV. RCIS Management Module
  - A. Review/Setup of Site Parameters
  - B. Add/Edit Local Site-Specific Table Files
    - 1. Local Categories
    - 2. Local Specific Providers
    - 3. Local Utilization Review By MD
    - 4. Local Managed Care Committee Action
  - C. Print Local Site-Specific Table Files
  - D. Add/Edit Routine Referral Templates
  - E. Delete Routine Referral Templates
  - D. Add/Edit Local Managed Care Committee Action
- V. Getting Started with Data Entry Demonstration
  - A. Adding a new referral
    - 1. Data Entry Screen Help
    - 2. Using the Mini Referral Form (Direct Provider Entry)
    - 3. Using the Complete Referral (comprehensive format for entering referral)
    - 4. Using Locally Defined Referral Templates
    - 5. Entering a Referral Initiated by an Outside Facility
  - B. Modifying a Referral

## DAY 1 - 1:00 PM to 4:30 PM

### VI. Class Project (Hands-on) - Entering/Editing Referrals

- A. Add Referral Records
  - 1. Add Referral (Mini Data Entry)
  - 2. Add Referral (Full Data Entry)
  - 3. Add Referral (Initiated by an Outside Facility)
- B. Modify Existing Records
- C. Display/Print Records
  - 1. Display a Referral Record
  - 2. Print Referral Letter
  - 3. Print Routing Slip
  - 4. Check Alternate Resources
- D. Entering/Editing Business Office/CHS Comments
- E. Enter Edit Scheduling Data
- F. Closing Out Referral Records

### VII. Class Project Summary - Questions/Answers

## DAY 2 - 8:00 AM to 12:00 PM

### I. Class Project (Hands-on) - Advanced Data Editing Referrals

- A. Data Entry Supervisors Utilities
  - 1. Delete Referral Entered in Error
  - 2. Modify Closed Referral - All Fiscal Years
  - 3. Modify Referral - All Fiscal Years
  - 4. Close Out Referral - All Fiscal Years
- B. Add/Edit CHS Data
- C. Fix Uncoded Dx
- D. Fix Uncoded Procedures
- E. Print Referral Letters (CHS Approval Status)
- F. Create Routine Referral Template for Mammogram
  - 1. Name Routine Template (i.e., your Initials+Mammogram)
  - 2. Using this Template, Add 5 New Patient Referrals

- II. Class Project Summary - Questions/Answers
- III. Class Project - (Hands-on) Report Generation
  - A. Print One Report from Each of the Following Report Menu Options
    - 1. Administrative Reports
    - 2. Case Management Reports
    - 3. Utilization Reports
  - B. RCIS General Retrieval
- IV. Class Project Summary - Questions/Answers

## DAY 2 - 1:00 PM to 4:30 PM

- V. Discussion of Referral Process/Procedures
- VI. Implementation Issues
  - A. Helpful Hints/Requirements for Successful Implementation
    - 1. ScreenMan Training
    - 2. Full Screen Editor Training
    - 3. Terminals Located at Physicians' Stations
    - 4. Printers Easily Accessible
    - 5. MailMan Skills
- VII. Technical Session
  - A. Software Installation
  - B. Software Set-up
- VIII. Closing Question/Answer Session
- IX. Additional Hands-on (Practice Data Entry and Report Generation)